

March 10, 2020



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

**Meeting Attendance**

**March 10, 2020**

**Members Present**

- ☒ Paul Sirks, Chairman
- ☐ Karla Smith, Vice Chairman
- ☐ Jennifer Benetti-Longhini, Secretary
- ☒ Dr. Don Daniel, Treasurer
- ☒ Mike Rutherford, Assistant Treasurer
- ☒ Dr. Jim George, Assistant Secretary
- ☒ Jason Waller

**Other Persons Present**

- ☒ Jon Glass, Airport Manager
- ☒ Alderman Ray Knowis
- ☐ Tullahoma News

**Regular Meeting Minutes**

**Visitors:** Klaus Markgraf.

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the February 11, 2020 meeting were reviewed and approved as written.**
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Dr. Daniel reviewed the financial statements.

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**5. Jon Glass presented the Airport Manager report:**

***CURRENT PROJECTS***

**Terminal Building** – The City IT department is looking at replacing all computers in the terminal building.

**Personnel** – Employee evaluations for Jimmy Chapman and Cyndi Duke have been completed.

**Courtesy Car** – We have an opportunity to get a 2011 Dodge Nitro from the Police Department for \$2,500 that is being surplused. The car has 65,000 miles and new tires were installed at 58,000 miles. We received \$1,400 from vehicles surplused earlier this year to help offset cost. Our current Dodge Durango has 165,000 miles on it and needs a new front end for \$1,500. **The 2011 Dodge Nitro should arrive the week of March 9.**

**TN Airports Conference** – The Conference will be held March 17 to 18 at the Embassy Suites in Murfreesboro.

**FY 2019 Audit** – Audit forms will be ready for Board members to complete at the Board meeting. TDOT completed an audit of 4 current Airport grants and had no findings. **City of Tulahoma and Airport audit should be available soon for review.**

**Board of Mayor and Aldermen (BOMA) Budget Meeting** – We are scheduled to meet with BOMA after their April 13 Board meeting.

**Runway 6 PAPI** – We have had several failures on the runway 6 end. Guardian Electric inspected and recommended new control board that has been upgraded to prevent this issue. A motion was made and approved to purchase ADB control board for \$1,019.58.

**Vandy LifeFlight Hangar** – We have done some minor repair work on roof leaks that seem to be helping. Patrick Rinks inspected the roof and did not report any major problems to the roof itself but it does need more downspouts. During heavy rainfalls water is collecting on the east and west side of roof. He also noted that the roof fasteners are rusting and will need to be replaced in a few years. We are looking at replacing exterior light fixtures with LED due to cost of renting a lift to replace burned out light bulbs. We completed an emergency repair project on the hangar door on 9/27/19. Both door motors were replaced for \$3,850.00. **We received 3 bids to install 4 more downspouts and seal an exhaust vent on the LifeFlight hangar.**

**C&G - \$1,082.00**

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**Horst - \$1,750.00**

**Stuart - \$2,200.00**

**A motion was made and approved to accept the C&G bid of \$1,082.00.**

**XP Hangar Construction** – XP Services has requested the Airport to build two 10,000 square foot hangars and lease them to XP. The \$900,000 grant request to the Aeronautics Division Economic fund was approved at \$452,843.00. The City is looking at other sources to fund the remaining \$447,157. The plan is to build one hangar this year and one hangar next year which XP Services agreed with. **Chairman Sirks and I have a meeting with Alderman Knowis and Jennifer Moody regarding financing and possible lease terms on 3/11/20.**

**Taxiway A and South Ramp Drainage** – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work authorization should be ready for our approval on 2/12/19. Survey work is scheduled to be completed the week of 3/11/19. The following schedule will apply to this project and the pavement maintenance project. Engineer work completed July 3, bid advertisement July 7, bid opening and award July 30, construction begins August 12 and ends September 7. The design work is scheduled to be completed 6/21/19. The pre-bid meeting was on 9/10/19 and bid results will be available for the 9/17/19 Board meeting. Curl Construction is about 95% complete with the work. We expanded the scope of work and cost on the south ramp but it will still be under the grant amount. Curl has also worked with 2 hangar owners to improve drainage around their hangars. The ramp area and taxiway should drain much better after work is completed. Work is complete on the ramp and Taxiway A. Curl Construction has not submitted any bills yet. The final construction bill has been submitted to Curl Construction. Drainage on the South ramp did not work well during the last rainfall. Will have them check the area during the next rainfall. **The drains have been cleaned out and working.**

**Pavement Maintenance Project** – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. The 90% design meeting is scheduled for the week of June 17<sup>th</sup>. Bids were opened on 8/7/19 with the following results:

American Stripers, LLC. - \$45,344.64

Remac, Inc. - \$73,663.50

Barton Construction \$93,807.00

The final payment of \$45,344.64 has been made to American Stripers. **The project close out letter is being processed.**

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**USDA Loan Request** – We should get a reply soon on the USDA loan Jon Glass requested several months ago. It is a 15% grant and 85% 40 - year loan at 3 or 3.5% interest rate. The request was for \$400,000 for Runway 18/36 concrete repair and \$800,000 for a new 10,000 square foot hangar. 12/10/19 No Change

**Airport CIP List**

**These are the projects that have been ranked by the Board for priority over the next 4 years:**

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).
3. North Taxiway Overlay (\$275,000).
4. Runway 6/24 crack repair and seal coat (\$375,000).

Jon Glass attended the annual CIP meeting at Smyrna Airport on 10/17/19. The runway 18/36 concrete repair will not be funded by TAD and should be done on USDA loan if approved. The runway 6/24 crack repair and seal coat will most likely be completed by TAD at no cost to the Airport next year. The following items should be included:

1. **New Airfield Electrical vault or VOR building (\$150,000).**
2. **Drainage repairs – Undetermined (\$125,000).**
3. **Ramp/Taxiway Concrete Repair (\$500,000).**

**The updated CIP list has been submitted the Aeronautics Division.**

**Runway 6/24 Seal Coat and Crack Repair** – Aeronautics Division advised Jon Glass that we did make the list for this work to be completed this year at no cost to the Airport. **The Engineer Company inspected runway 6/24 last month.**

**Maintenance Contract** – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. The terminal building parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant. **We received a \$13,680.13 reimbursement last month. That leaves a balance of \$1,319.87 prior to 6/30/20.**

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**Coffee County Appropriation** – I have requested the money approved by the Coffee County Commission approved for FY 19 and it should arrive by 2/15/19. Last year we received \$15,000.00. Mayor Cordell advised Jon Glass that our \$15,000 request for FY20 had been approved. **We received the \$15,000 appropriation last month.**

### ***FUEL SALES***

Fuel sales for the month of February 2020 were 11,753.47 gallons. This is a 1,584.48. gallon decrease in the 13,337.95 gallons sold in February of 2019. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

**Fuel Sales 1/1/20 to 2/29/20 = 23,305.12**

Fuel Sales 1/1/19 to 2/29/19 = 30,923.85

| <b>February 2020</b> | <b>AVGAS</b> | <b>AVGAS SS</b> | <b>Total</b>      |
|----------------------|--------------|-----------------|-------------------|
| <b>Gallons</b>       | 2,640.1      | 673.27          | <b>3,313.37</b>   |
| <b>Flow Fee</b>      | \$264.01     | \$67.32         | <b>\$331.33</b>   |
| <b>Pump Fee</b>      | \$1,320.05   | \$168.31        | <b>\$1,488.36</b> |

| <b>February 2020</b> | <b>Jet Full Price</b> | <b>Jet Discount</b> | <b>Total</b>      |
|----------------------|-----------------------|---------------------|-------------------|
| <b>Gallons</b>       | 612                   | 7,828.1             | <b>8,440.1</b>    |
| <b>Flow Fee</b>      | \$61.20               | \$782.81            | <b>\$844.01</b>   |
| <b>Truck Fee</b>     | \$61.20               | \$782.81            | <b>\$844.01</b>   |
| <b>Pump Fee</b>      | \$612.00              | \$5,402.78          | <b>\$6,014.78</b> |

Total AVGAS & Jet Gallons = 11,753.47

Total Flow Fee = \$1,175.34

Total Jet Truck Fee = \$844.01

Total Pump Fee = \$7,503.14

Total Part-Time Employment Cost = \$2,594.00

**Jet Truck Fee Minus Rental = -\$5.99**

**Pump Fee Minus Employment Cost = +\$4,909.14**

### ***FUEL PRICES***

| <b>3/3/20</b>   | <b>Tulahoma</b> | <b>Shelbyville</b> | <b>Winchester</b> | <b>McMinnville</b> | <b>Maury County</b> | <b>Murfreesboro</b> |
|-----------------|-----------------|--------------------|-------------------|--------------------|---------------------|---------------------|
| <b>AVGAS SS</b> | <b>\$3.92</b>   | \$4.15             | \$3.86            |                    | \$4.44              | \$4.33              |
| <b>AVGAS FS</b> | <b>\$4.17</b>   | \$4.35             | \$3.86            | \$4.01             | \$4.65              | \$4.53              |
| <b>Jet</b>      | <b>\$3.70</b>   | \$3.90             | \$3.80            | \$3.74             | \$4.18              | \$3.49              |

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Airports within 50 miles of Tullahoma

Average AVGAS price - \$4.77 Average Jet price - \$4.29

**AIRPORT FUEL SALES**

| <b>DATE</b>          | <b>FUEL SOLD<br/>(gallons)</b> |
|----------------------|--------------------------------|
| <b>February 2020</b> | <b>11,753.47</b>               |
| <b>February 2019</b> | 13,337.95                      |
| <b>February 2018</b> | 9,667.26                       |
| <b>February 2017</b> | 8,966.20                       |

**ANNUAL FUEL SALES (Gallons)**

|             |                   |
|-------------|-------------------|
| <b>2019</b> | <b>255,545.34</b> |
| <b>2018</b> | <b>234,691.04</b> |
| <b>2017</b> | <b>192,043.95</b> |

**MAINTENANCE/NAVAID PROBLEMS****Fuel Tanks** – No problems or outages for February 2020.**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.**AWOS** – No problems or outages for February 2020.**Veeder Root Fuel System** – No problems or outages for February 2020.**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for February 2020.**REILS AND PAPI** – PAPI on runway 6 took a lightning strike.**HANGAR RENT/INSURANCE****OVERDUE RENT** –**EXPIRED INSURANCE CERTIFICATE** – None**OTHER** – Nothing**AIRPORT MARKETING/PRESENTATIONS** –**6. Old Business:**

- A. Paragliders** – Chairman Sirks reported that the Paraglider guidelines was complete with suggestions from Airport tenants. The guidelines were created for safety reasons with an entry and exit point at the Airport for the paragliders to use. Klaus Markgraf asked for more advisories on UNICOM when the Paragliders and Skydivers are operating at the Airport.

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**7. New Business:**

- A. Harton Family Partners/WWII Hangar** – The work session for this agenda item has been rescheduled for 5/12/20 at 4:30 pm prior to the May Board meeting.
- B. Officer Elections – A motion was made and approved** to keep all current Board officer positions the same.

**Chairman** – Paul Sirks

**Vice-Chairman** – Karla Smith

**Treasurer** – Dr. Daniel

**Assistant Treasurer** – Mike Rutherford

**Secretary** – Jennifer Benetti-Longhini

**Assistant Secretary** – Dr. George

- C. Other New Business** – Mike Rutherford is exploring ideas for an aviation class with Tullahoma High School.

- 8. Aldermen Knowis Comments** – Alderman Knowis discussed some down-town revitalization efforts by the City. The municipal elections will be held on 8/6/20.

**9. Meeting was adjourned at 6:03 pm.**

Submitted on 3/18/2020

<Original Signed>

Jon Glass

TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**